

**MINUTES OF THE REGULAR COMMISSIONERS MEETING
OF THE
HOUSING AUTHORITY OF THE TOWN OF GLASTONBURY
at the Main Office
25 Risley Road, Glastonbury, CT 06033
WEDNESDAY,
September 18, 2024, at 5:45 P.M.**

The Commissioners of the Housing Authority of the Town of Glastonbury (the "GHA") met in regular session at 5:45 P.M. on Wednesday, September 18, 2024, at the main office located at 25 Risley Road in the Town of Glastonbury, Connecticut. The meeting notice was posted on the GHA's webpage and in the vestibule of the GHA's main office located at 25 Risley Road, Glastonbury, Connecticut.

I. ROLL CALL

Chairperson Carl Stenman called the meeting to order at 5:45 P.M. and the following answered present:

Commissioner Carl Stenman
Commissioner Cathy Vacchelli
Commissioner James Noonan
Commissioner Michelle Polgar

Executive Director Neil Griffin
Controller Frank Salerno

Chairperson Stenman declared that a quorum was present.

II. APPROVAL OF AGENDA AND REVISIONS THERETO

None

III. PUBLIC COMMENTS (if any)

None

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

A. Approve minutes of July 17, 2024 meeting

Commissioner Polgar moved the minutes be approved with no revisions, seconded by Commissioner Vacchelli. Commissioners voted to approve the minutes. The motion passed with Commissioners Stenman, Polgar, Vacchelli, and Noonan voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

V. BILLS AND COMMUNICATIONS

A. Accept July and August 2024 Invoices

Commissioner Noonan moved the invoices be accepted, seconded by Commissioner Vacchelli. There were no questions, but the Commissioners

identified a few high dollar invoices paid in each month. Commissioners voted to approve the invoices with Commissioners Stenman, Noonan, Polgar, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

B. June 30, 2024, Unaudited Financials

Commissioners reviewed the financials and offered several questions related to specific items including, but not limited to, appliance replacements, costs for background checks, contract services, and maintenance materials.

VI. REPORT OF THE EXECUTIVE DIRECTOR, SEPTEMBER 2024

- Welles Village Repositioning - We had the Concept Call with HUD. HUD staff asked that we upload a few documents and evidence of our lead-based paint risk assessment and maintenance plan which we have done.

Radon survey work was completed, and no elevated radon levels were discovered.

Meeting with Imagineers at end of September to work through Administrative Plan questions and logistical conversations to identify how the workflow will be executed once the RAD transition takes place.

- Nye Road- Design team is updating the drawings for delivery to construction manager to allow for update pricing in the middle of October. I discussed the Small Town Economic Assistance Program (“STEAP”) funding opportunity with the Town to see if the Town would be interested in submitting a STEAP application on behalf of the project. The GHA’s financial models for the Nye Road project are updated as the one-month Secured Overnight Financing Rate (“SOFR”) and ten-year treasury rates change and the rates offered by the Connecticut Housing Finance Authority (“CHFA”) are impacted.

To potentially reduce the project costs related to debt service, I had a conversation with a local bank to see if it can provide construction or permanent financing (or both) rates for the project more favorable than the rate offered by CHFA.

- The final Village Green and Knox Lane Annex Capital Needs Assessment and Energy Audit has been delivered. A call was scheduled with CHFA’s staff to discuss a potential State-sponsored Housing Portfolio (“SSHP”) transaction to renovate Knox Lane Annex.
- I was invited to join a call with regional developers on a National Housing & Rehabilitation Association (“NH&RA”) Connecticut Council to discuss an upcoming meeting with CHFA & DOH in an effort to find ways to collaborate and maximize housing production during the difficult times. A meeting in October with CHFA & DOH is currently planned.

- HAI paid a \$5,793.60 dividend to the GHA this year from the property insurance company HAPI.
- The Payment In Lieu of Tax (“PILOT”) payment due June 30, 2024 in the amount of \$183,152.71 was made to the Town. This payment represents the PILOT payments for all properties except Center Village and Herbert T Clark Assisted Living which are paid at the December 31st year end. The comparable 2023 pilot payment was \$181,708.18.
- Center Village received a conditional policy renewal notice for the property policy which would increase the premiums by 24% or \$14,232 to \$74,005. The reason noted for the premium increase was building values will be increased by 12% per Marshall Swift Reconstruction Valuation. I contacted our broker, and they will shop the policy to see if we can do any better.
- The recent electrical rate increases have resulted in approximately a \$0.05 increase per kWh for our properties. This increases electrical costs by a range of \$833-\$1,500 for the monthly bill for various properties.
- RentPayment had 157 residents participating in September so far. July’s activity saw a \$1,020 decrease in the monthly cost to the GHA when compared to a similar transaction volume with the current merchant provider.

VII. REPORTS OF COMMITTEES

A. Personnel Committee

None

B. Executive Session – Personnel Matter

Commissioner Polgar made a motion at 7:14 P.M. to enter executive session to discuss a personnel matter, seconded by Commissioner Vacchelli. The Commissioners voted to approve the motion with Commissioners Stenman, Polgar, Noonan and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0. Commissioners Vacchelli, Polgar, Noonan and Stenman and Executive Director Griffin were present for the executive session.

The Commissioners exited the executive session at 7:45 P.M.

VIII. UNFINISHED BUSINESS

A. Welles Village Repositioning

This matter is addressed above in the Report of the Executive Director, September 2024.

B. CT Green Bank SolarMAP

No actions.

IX. NEW BUSINESS

None.

There being no further discussions, Commissioner Noonan moved the meeting be adjourned and was seconded by Commissioner Polgar. The motion passed with Commissioners Stenman, Polgar, Noonan, and Vacchelli voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0. The meeting was adjourned at 7:50 P.M.

Respectfully submitted,

Minutes Approved on
October 16, 2024

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson